

NORTHFLEET SCHOOL FOR GIRLS CO-OPERATIVE LEARNING TRUST

JOB DESCRIPTION

Post: Engagement Support Leader

Line Manager: College Leader/AHT

Post Level & Grade: Kent Scheme KR7 – 42 hours per week.
Monday to Thursday 8.00 am to 5.00 pm
Friday 8.00 am to 4.30 pm

Main (Core) Duties:

To support the College Leader in ensuring all students are able to engage with the school as per our whole school vision. This will include ensuring students attend well, behave in line with our high expectation culture and engage with opportunities available to them.

As well as promoting a 'Dream Big and Achieve' culture this role is key in helping our students to overcome barriers which may hinder full engagement, including:

- Ensuring excellent attendance
- Ensuring engagement with learning and whole school culture
- Helping students to overcome barriers through strong pastoral care

In addition to this you will act as the first point of contact for parents with regard to any pastoral queries.

Ensuring excellent attendance

- To work closely with the whole school Attendance Officer and College Leader, ensuring consistent and effective attendance procedures in the College
- Work with the Attendance Officer and College Leader to actively monitor student attendance and ensure early identification of attendance concern students within the College, along with attendance patterns for concern students.
- Develop bespoke plans with concern students to improve attendance, including addressing pastoral and engagement reasons which may affect their attendance at school.
- Develop positive strategies to promote attendance at individual and whole College level (with College Leader)
- Meeting with parents of attendance concern students, either independently or with College Leaders as appropriate
- Work with the Family Liaison Officer to support the attendance of the most concerning students
- Undertake home visits where appropriate to promote excellent attendance

- Undertake pre-emptive phone calls to parents to encourage excellent attendance where appropriate
- Ensure strategies are appropriately recorded and collaborate with other pastoral staff if the student is no longer on ESL caseload

Ensuring Engagement with learning and whole school culture

- Support the College Leader in developing and maintaining a positive ‘Dream Big and Achieve’ culture within the College
- Actively monitor student engagement in the college through knowing students and tracking data (AP/BP/DM/Exclusions) to identify students who are not engaging as we expect.
- Develop bespoke strategies to ensure that all students engage based on their needs, interests and barriers
- Work closely with the parents of students who are struggling to engage to ensure an effective 3 way partnership
- Actively monitor students who have been in SIR and ASU, responding with College level actions to remedy engagement issues – including reports and catch ups
- Develop pre-emptive strategies to build self esteem and engagement in students who are in danger of slipping in behaviour standards
- Supporting students in day to day engagement issues such as relationships, mental health and engagement with studies.
- Working with the College Leader to address day to day behaviour/engagement issues and applying appropriate sanctions/support as per the school behaviour procedures. Ensure parents are fully aware of strategies and actions as soon as possible.
- Work with the Duty Manager to follow up on Duty Manager calls and addressing underlying issues/taking pre-emptive steps to reduce reoffending.

Helping students to overcome barriers

- Work with the College Leader to identify more ‘vulnerable’ students who are struggling to engage with school for reasons such as friendship, anxiety or external (home) issues
- Develop bespoke plans for individual students, working with the student and parent to overcome barriers
- Work with the inclusion team to ensure strong continuity of care where there is crossover between the need for SEN support and pastoral support
- Work closely with the safeguarding team to identify concerns, investigate if applicable and action strategies as advised.
- Actively promote the engagement of Dream Big activities, including clubs and trips to build esteem and support students in engaging with school.

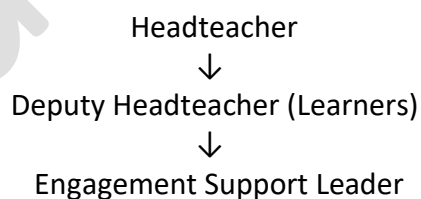
Other duties

- Providing a positive role model for students promoting and supporting positive relationships and behaviour between students and staff.
- Taking responsibility for own professional learning, reflecting on personal practice having a creative, constructive and critical approach to innovation and the ability to adapt practice where benefits and improvements are identified.
- Promoting the school ethos and activities of the school with students, parents and the community.
- To actively participate in appropriate meetings with parents, colleagues and others relative to role to ensure that students make progress.
- To attend the evening events as requested within working hours, such as parents evenings and open evening.
- To undertake any other duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Organisation:



Signed (Post Holder): _____ Date: _____

Signed (Line Manager): _____ Date: _____

Knowledge, Skills & Personal Qualities:

Essential	Desirable
Experience of working with young people and families	Restorative Justice training or similar
Patience and good humour	First Aid
Skills of negotiation	
Excellent team player	
ICT competent	
Able to enthuse and motivate	
Able to manage time and workload effectively	
Able to act and be seen as a figure head for larger groups of students	
Excellent communication skills, both written and oral	

Personal Qualities:

1. To be a good role model for behaviours and attitudes with a sense of humour and empathy for children.
2. To be able to encourage independence of self; consider support and contribution of others both as people, groups, communities and environments.
3. Awareness of the responsibilities for safeguarding students in their learning environment.
4. An ability to assess how your work contributes to the whole school picture.